

1.3 Availability

The Contractor must have available all personnel, equipment, and other material required to satisfactorily perform the tasks necessary to provide the capabilities or deliverable products in accordance with Section 5.6.1, Project Work Plan, and in compliance with Section 1.5, Key Action Dates and all the requirements specified in Sections 5 and 6 of this ITP.

1.4 Department Official

The State Department of General Services official and the mailing address to send Proposals, questions, or copies of protests are:

Mr. Reginald Banks
Department of General Services
Procurement Division
P. O. Box 942804
1823 14th Street
Sacramento, CA 94204-0001

Phone: (916) 324-4337
Fax: (916) 322-4496

1.5 Key Action Dates

The following page outlines the important actions, dates, and times by which the listed actions must be taken or completed. If the State finds it necessary to change any of the dates, it will be accomplished by an addendum to this ITP.

Table 1-1: Key Action Dates

	ACTION	TIME	DATE
1	Release of Request for Interest (RFI)		11/11/98
2	Last date for RFI Response		12/16/98 ¹
3	Release of ITP		8/3/99
4	Last date to submit questions for clarification of the ITP prior to Bidders' Conference		8/24/99
5	Bidders' Conference (See Section 1.6 for location and map)	9:30 – 11:30 a.m. PST	9/15/99
6	Release of Model Contract		9/15/99
7	Last date for receipt of Letter of Intent to Bid, financial responsibility information, signed Confidentiality Statement, and corporate references		9/29/99
8	Last day to submit question for clarification of the ITP		10/6/99
9	Last day to request a change in the ITP requirements ²		10/14/99
10	Last day to protest the ITP requirements. ³		10/21/99
11	Draft Proposals Due	5:00 p.m. PST	11/4/99
12	Last Day to submit proposed contract language		11/4/99
13	Confidential Discussions begin – Sacramento, CA	TBD ⁴	12/13/99
14	Last day to finalize proposed contract language		12/24/99

¹ Response to RFI is not required to participate in ITP process.

² Or five (5) days following the last Addendum that changes the requirements of the ITP. See Section 2.2.4, Questions Regarding the ITP

³ See Section 2.5.1, Protests.

⁴ These dates and times will be determined when the number of bidders is known. Each bidder will be notified of the particular schedule.